

# ASRS WEEKLY REPORT

## ARIZONA STATE RETIREMENT SYSTEM

Paul Matson, Director  
3300 North Central Avenue, Phoenix, Arizona 85012  
[www.azasrs.gov](http://www.azasrs.gov)

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*For the week ending Friday, April 21, 2006*

This electronic report provides a briefing of news and notices important to our employer partners and our members. Please direct comments to [WeeklyReport@azasrs.gov](mailto:WeeklyReport@azasrs.gov).

### ASRS News

#### Director Paul Matson to hold open meeting for members, retirees

ASRS Director Paul Matson will host a Director Outreach meeting in Phoenix next month, an opportunity for members and retirees to discuss issues and exchange information about the retirement system.

The informal meeting is open to members, retirees and employer representatives and will take place on Tuesday, May 2, noon, at the ASRS Phoenix Office, 3300 N. Central Ave., 10<sup>th</sup> floor Board Room.

This will be the first such meeting in Phoenix. Other meetings have been held throughout the state, including Flagstaff, Yuma and Springerville.

Later this year, meetings will take place in Tucson, on Thursday, June 22, 12:30 p.m., at the ASRS Tucson Office, 7660 E. Broadway Blvd., Suite 108; and Sierra Vista, on Thursday, October 12, 10 a.m., at the Sierra Vista Public Library, 2600 E. Tacoma St.

No reservations are required to attend the Director Outreach meetings. Information: (602) 240-2016.

#### Retirement-related Legislation under consideration this session

There are several bills before the legislature that may impact ASRS members. You may view a summary of these bills and track their progress by referring to the ASRS Bill Tracker, which is updated weekly and posted on our website at [www.azasrs.gov](http://www.azasrs.gov)

#### Educational meetings offered to inform, assist members

The Member Services Division of the ASRS conducts educational meetings available to all members. Whether you're newly hired and want to learn about the benefits available to you, or you're ready to retire and want assistance filling out your paperwork and making annuity selections, the ASRS has a meeting for you.

**Group Meetings** are designed for members within one year of retiring. You'll learn about potential monthly benefits and options, completing retirement paperwork, health insurance, and return-to-work options.

**Seminars** are open to all members and are especially helpful to new members. You'll learn about the ASRS, benefits as an active, inactive and retired member, member responsibilities, retirement benefit calculations, wills and trusts and Social Security benefits.

**Service Purchase Meetings** are open to all members. Here you'll learn about the Service Purchase Program, the process for purchasing service, types of service available for purchase, cost calculations and payment options.

Visit our website and click on the Calendars section to see a full listing, including our spring statewide travel schedule. Reservations are required and can be made by calling the Member Service Advisory Center at (602) 240-2000 in Phoenix, (520) 239-3100 in Tucson, or (800) 621-3778 outside Phoenix and Tucson.

## ASRS Employer News

### ENROLLMENT FORMS

The ASRS is in the process of updating member-records and is asking your support to help ensure they are accurate.

The majority of information contained in each record comes from the member's initial enrollment form. The enrollment form is vital because it ensures we have accurate and complete information for our members, triggers the creation of member accounts and provides our actuary with critical information needed to make actuarial assumptions that affect our contribution rates.

Frequently, the ASRS receives enrollment forms that are incomplete and/or have inaccurate information. The following is a list of the most common errors that we see:

- Wrong Social Security number
- Enrollment is filled out by employee only, without the required signature from the employer representative
- No address
- No date of birth for member
- No gender for member
- No designated beneficiary
- Beneficiary information incomplete
- Incorrect names
- Missing enrollment form. Account is set-up from employer contribution report which does not provide us with all the information we need to serve our members

In order for the ASRS to improve the integrity of our data, and better serve our members, incomplete forms are returned to the employer for correction. The form will be accompanied by a letter asking you to complete and return the enrollment form to the ASRS.

If you are unsure of how to fill out the enrollment form, please contact the ASRS Employer Relations division or refer to the sample contained in the Employer Manual.

The ASRS appreciates your efforts to help us keep accurate records of your employees!

### New address for mailing checks to the ASRS

The Arizona State Retirement System has a new mailing address to be used solely for mailing checks to the ASRS.

The new mailing address is:

ASRS  
P.O. Box 34030  
Phoenix, AZ 85067-4030

This address is now in use for all employer correspondence containing a check. Employer contribution payments should be remitted to this new address beginning immediately.

Please continue to use our standard address for all other correspondence that does not include a check:

ASRS  
P.O. Box 33910  
Phoenix, AZ 85067-3910

### On-line Contribution Reporting fast, easy!

Did you know ASRS employers can file payroll reports and make payments to the ASRS via the internet at [www.azasrs.gov](http://www.azasrs.gov)?

**The ASRS highly encourages employers to participate in this safe, secure electronic reporting option!**

To sign up for on-line reporting, contact:

Marcia Kumamoto, Contribution Accounting Manager  
[marciak@azasrs.gov](mailto:marciak@azasrs.gov)  
(602) 240-2034 from metro Phoenix  
(520) 239-3300, ext. 2034 from metro Tucson  
1 (800) 621-3778, ext. 2034 toll free from outside metro Phoenix and Tucson

OR

Michelle Fink, Administrative Project Coordinator  
[michellef@azasrs.gov](mailto:michellef@azasrs.gov)  
(602) 308-5107 from metro Phoenix  
(520) 239-3100 ext. 5107 from metro Tucson  
1 (800) 621-3778 ext. 5107 toll free from outside metro Phoenix and Tucson

## Board & Committee Meetings

### ASRS Board of Trustees

Friday, May 19, 2006, 8:30 a.m., ASRS Phoenix office, 3300 N. Central Ave., 10<sup>th</sup> floor Board Room.

### External Affairs Committee

Friday, May 5, 2006, 10 a.m., ASRS Phoenix office, 3300 N. Central Ave., 14<sup>th</sup> floor.

### Operations Committee

Tuesday, May 25, 2006, 10:30 a.m., ASRS Phoenix office, 3300 N. Central Ave., 14<sup>th</sup> floor.

### Investment Committee

Wednesday, June 7, 2006, 5:30 p.m., ASRS Phoenix office, 3300 N. Central Ave., 14<sup>th</sup> floor.

*Note: All Board & Committee meetings are open to the public and your attendance is encouraged. Schedules, agendas and minutes of meetings are posted on our website and are available at our Phoenix and Tucson offices.*